

Hosting a Foreign National: Flow Chart for obtaining Senior Administrative Official signature (NOAA CAO)

Start
The DSN determines whether he/she will host a FN Guest or FN Visitor (see definitions)

If Visitor, the DSN sends required information listed in NAO 207-12 Section 5.08 to the Servicing Security Office at least **one day** prior to the visit
DO NOT EMAIL PII!

If Guest, the DSN sends required information listed in NAO 207-12 Section 5.08 to the Servicing Security Office at least **30 calendar days** in advance
DO NOT EMAIL PII!

AND

The DSN completes the required sections of the ESF and Appendix B.* If the FN will access an OMAO ship or the Marine Operations Center, the DSN should contact the OMAO CTC. If the FN will access an OMAO plane or the Aircraft Operations Center (AOC), the DSN should contact the AOC.

Has a CT assessment been completed at all facilities within the DSN's LO or CO?

If NO, the DSN submits Appendix B and the ESF to the CTC (see list).

If YES, The DSN scans Appendix B and the ESF and will email to the CTC or DO (see list).

The CTC will ensure a CT assessment is complete prior to signing Part B and will sign Part C and submit to the OCAO.

The CTC or DO reviews the ESF/App B. If he/she concurs, the CTC or DO will sign the ESF and will email both of these forms to the CAO via Ann Murphy

The CAO will review the ESF and sign Appendix B if CAO concurs.

The OCAO will return the ESF and signed Appendix B to the DSN and CTC or DO. The OCAO will cc: the Servicing Security Office if requested.

Upon arrival of FN guest, the DSN will obtain the guest's signature on Appendix C and forward to the Servicing Security Office within 3 days of arrival. See: www.oma.noaa.gov/foreign.html for additional OMAO procedures.

Definitions

VISITOR - Foreign Nationals accessing NOAA facilities 3 days or less, or attending conferences for 5 or fewer days

GUEST - Foreign Nationals accessing NOAA facilities more than 3 days (e.g. employees under contracts, grants, cooperative agreements)

Summary:

DSN sends to the Controlled Technology Coordinator (CTC)* or Designated Official (DO):

1. The partially completed ESF requiring signature by the CTC or DO
2. The partially completed Appendix B requiring signature by the CAO

*The DSN must submit the ESF and Appendix B **directly** to the CTC if the LO or CO **has not** completed a controlled technology assessment for all of its facilities.

CTC or DO sends** to the CAO, via Ann Murphy:

1. The fully completed and signed ESF
2. The partially completed Appendix B for CAO signature (same as #2 above)

**Please send via email a scanned version of these forms if possible.

CAO staff returns to the DSN, DO staff, and, if requested, the Servicing Security Office (SSO):

1. The fully completed and signed ESF
2. The fully completed and signed Appendix B

DSN sends to their local SSO:

1. All required data on the foreign national (may send at any time during the process, in consultation with and if agreed to by the SSO)
2. The fully completed and signed Appendix B
3. The fully completed and signed Appendix C (within 3 days of arrival of FN)

NOTE: file the ESF for your records

Acronyms

- CAO: Chief Administrative Officer
- CTC: Controlled Technology Coordinator
- CT: Controlled Technology
- DO: Designated Official for the Line Office LO/Corporate Office (CO)
- DSN: Departmental Sponsor/NOAA
- ESF: Endorsement Supplement Form
- FN: Foreign National
- LO/CO: Line Office/Corporate Office
- OCAO: Office of the Chief Administrative Officer
- OMAO: Office of Marine and Aviation Operations